



QD-QA-005
REVISION E

EFFECTIVE DATE: September 24, 2004

ORGANIZATIONAL INSTRUCTION

PACKAGING, HANDLING, AND MOVING PROGRAM CRITICAL HARDWARE

OPR(s)

QD10, QD20, QD30, and
QD40

OPR DESIGNEE

Shirley Blair

CHECK THE MASTER LIST AT: <http://inside.msfc.nasa.gov/MIDL/>
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Organizational Instruction		
Title: Packaging, Handling, and Moving Program Critical Hardware	QD-QA-005	Revision: E
	Date: September 24, 2004	Page: 2 of 5

DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		10/14/97	
Revision	A	6/9/99	Changes made to reflect new organization code changes and/or Changes made to reflect new directives renumbering scheme and to incorporate the corrective action for closure of NCR 266
Revision	B	11/17/99	General Update
Administrative	N/A	8/28/00	OPR and/or OPR Designee change due to personnel transfer or other administrative reason. No other change to the document has been made.
Revision	C	9/05/02	Format and numbering change to implement requirements of QS-A-001 rev F.
Revision	D	8/16/03	Remove specific organizational code reference at !.1, 1.2, 1.3, 4.1.1, 4.1.2, 4.2.1, and 10. Include MSC personnel in applicability 1.3. Add reference to MLR and PCH/PE at 4.1.1. Update replacement note at 5.1. Change Quality Records maintenance to agree with MWI 6410.1. Update applicable documents.
Revision	E	9/24/04	Update for Times New Roman 12. Revised for HQ Rules Review Action (CAITS: 04-DA01-0387). Change QS to QD. Reverse purpose and scope. In 2 and 4.2.1 (b) update NPG to NPR, add MPR 6410.1, delete MSFC-STD-126, and add NASA-STD-8719.9. In 4.2.1 (e) delete reference to Department in S&MA. In 5 change Directive Replacement to OI Replacement and directive to instruction. In 8 change Quality Records to Records and add table to close NCR 615.

CHECK THE MASTER LIST AT: <http://inside.msfc.nasa.gov/MIDL/>
 VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Organizational Instruction		
Title: Packaging, Handling, and Moving Program Critical Hardware	QD-QA-005	Revision: E
	Date: September 24, 2004	Page: 3 of 5

PACKAGING, HANDLING, AND MOVING PROGRAM CRITICAL HARDWARE

1. SCOPE

1.1 Purpose. This procedure ensures that a consistent approach exists within Safety and Mission Assurance (S&MA) for program critical hardware activities. This procedure implements the requirements of MWI 6410.1.

1.2 Scope. This instruction provides requirements for inspection personnel involved in program critical hardware (PCH) packaging, handling, and moving.

1.3 Applicability. This instruction applies to all S&MA and Mission Services Contractor (MSC) inspection personnel.

2. APPLICABLE DOCUMENTS

NPR 6000.1	Requirements For Packaging, Handling, and Transportation For Aeronautical and Space Systems, Equipment and Associated Components.
MWI 3410.1	Personnel Certification Program
MWI 6410.1	Packaging, Handling, and Moving Program Critical Hardware
MWI 6430.1	Lifting Equipment and Operations
MPR 6410.1 (HSPPD)	Handling, Storage, Packaging, Preservation, and Delivery
NASA-STD-8719.9	Safety Standard For Lifting Devices and Equipment

3. DEFINITIONS

Refer to MWI 6410.1 for definitions.

4. INSTRUCTIONS

4.1 General Requirements.

Organizational Instruction		
Title: Packaging, Handling, and Moving Program Critical Hardware	QD-QA-005	Revision: E
	Date: September 24, 2004	Page: 4 of 5

4.1.1 Inspection personnel shall emphasize the necessity for the safe treatment of PCH, and shall notify the Move Manager and/or the MLR or PCH Project Engineer when proper safeguards are not being implemented (i.e. inadequate procedures, equipment, or protective devices).

4.1.2 Inspection personnel shall ensure that PCH documentation includes packaging, handling, and transportation requirements (recorded on an NASA Form 1426, Packaging, Handling, Transportation Record), description or design, and procedures as part of the design package. Handling and shipping documentation, work orders, procurement requests, and shipping documents shall be marked "PROGRAM CRITICAL HARDWARE."

4.2 Responsibilities.

4.2.1 Inspection personnel shall:

- a. Verify that packaging, packing, and marking of program critical hardware to be moved between MSFC and other centers, agencies or contractors, have been accomplished in accordance with approved procedures.
- b. Witness the testing of lifting, handling and moving equipment for program critical hardware and provide inspection and certification in accordance with NPR 6000.1, MWI 6430.1, and NASA-STD-8719.9.
- c. Provide surveillance of transportation and handling operations of program critical hardware.
- d. Verify that certified personnel are used to handle program critical hardware; that appropriate critical labels are used; and that necessary procedures and Packaging, Handling and Transportation Records (PHTR's) are provided.
- e. In the event an accident or an adverse incident to program critical hardware is observed, report such incidents immediately to the responsible S&MA Manager. If the Industrial Safety specialist is not present, contact the Industrial Safety Team Lead. Emergency telephone numbers shall be annotated in the procedure.
- f. Review and approve procedures for transportation and handling of PCH.
- g. Be aware of responsibilities of other organizations as noted in MWI 6410.1.

5. NOTES

5.1 OI Replacement. This instruction replaces QS-QA-005, Revision D, Packaging, Handling, and Moving Program Critical Hardware, dated August 16, 2003.

Organizational Instruction		
Title: Packaging, Handling, and Moving Program Critical Hardware	QD-QA-005	Revision: E
	Date: September 24, 2004	Page: 5 of 5

6. SAFETY PRECAUTIONS AND WARNING NOTES

None.

7. APPENDICES, DATA, REPORTS, AND FORMS

None.

8. RECORDS

None.

Note: Completed handling/moving plans shall be retained by the MLR per the directions provided in MWI 6410.1 paragraph 9.

9. TOOLS, EQUIPMENT, AND MATERIALS

None.

10. PERSONNEL TRAINING AND CERTIFICATION

Applicable inspection personnel shall be trained and certified to perform surveillance of PCH handling/moving in accordance with the training and certification requirements established in MWI 3410.1. Certification tracking of inspection personnel shall utilize the S&MA CERTRAK software database defined in MWI 3410.1.

11. FLOW DIAGRAM

None.